

SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

3 APRIL 2016

REPORT OF THE HEAD OF CUSTOMER AND COMMERCIAL SERVICES

A.1 REVIEW OF THE YEAR 2016/17 AND WORK PROGRAMME FOR 2017/18 (Report prepared by Mark Westall and Katie Sullivan)

PURPOSE OF THE REPORT

To review the Committee's work undertaken during the 2016/17 municipal year and to seek Members' approval to a draft programme of work for the Service Development and Delivery Committee for the 2017/18 municipal year for recommendation to the Annual Council meeting on 25 April 2017.

BACKGROUND

The Service Development and Delivery Committee is one of three Scrutiny Committees established by the Council to specifically focus on the following areas of Council work:

To perform the functions in relation to the policy development and implementation of the Council's services including:

- Direct and support services; and
- Services provided by contractors.

The Constitution provides for the three Scrutiny Committees to submit a work programme to the Annual Meeting of the Council for approval. Rule 7 of the Overview and Scrutiny Procedure Rules sets out the position as follows:

"Each Overview and Scrutiny Committee will submit a work programme for the year ahead and a review of the previous year's activities to the Annual Meeting of the full Council for approval. In addition it will be responsible for co-ordinating and prioritising its work programme on an ongoing basis.

In preparing, co-ordinating and prioritising its programme, each Committee will take into account:

- *The planned work on the preparation of elements of the Budget and Policy Framework, as set out in the Council's Business Plan;*
- *The need for statutory timetables to be met;*
- *The wishes of all members of the committee;*
- *Requests from the Cabinet to carry out reviews; and*
- *Requests from Group Leaders in accordance with Rule 8."*

WORK CARRIED OUT TO DATE

Review of the Year

The review of the work undertaken by the Committee during the current municipal year is attached as Appendix A.

Proposed Work Programme

The proposed Work Programme for the 2017/18 Municipal Year is attached as Appendix B to this report. The Committee is invited to submit further items at this stage to be forwarded as part of the report to Annual Council.

RECOMMENDATIONS

- (a) That the report on the review of the year detailed in Appendix A be noted;**
- (b) That the Committee determines whether it wishes to agree the draft 2017/18 Work Programme as set out in Appendix B for submission to Annual Council; and**
- (c) That the Committee considers whether it has any further items it wishes to include within the 2017/18 Work Programme.**

BACKGROUND PAPERS FOR THE DECISION

There are none.

APPENDICES

Appendix A – Review of work carried out June 2016 – April 2017
Appendix B – Proposed Work Programme for 2017/2018